

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY PERSONNEL AND
POLICY COMMITTEE**

AUGUST 23, 2012

PRESENT: Tom Diedrick, Pat Finder-Stone, Keith Pamperin

ALSO PRESENT: Devon Christianson, Arlene Westphal

Members began the meeting with the Pledge of Allegiance.

The meeting was called to order at 7:42 a.m. on Thursday, August 23, 2012 by Chairperson Diedrick.

ADOPTION OF AGENDA: Mr. Pamperin moved to adopt the agenda. Ms. Finder-Stone seconded.
MOTION CARRIED.

APPROVAL OF MINUTES: Ms. Finder-Stone moved and Mr. Pamperin seconded to approve the minutes of the January 12, 2012 meeting. **MOTION CARRIED.**

DISCUSSION AN RECOMMENDATION REGARDING CLASS AND COMPENSATION EVALUATION FOR

ACCOUNTANT: Ms. Christianson began by stating that the ADRC Board has the right to hire and set compensation for ADRC staff; however, the County uses the Brown County HR department for consultation and most of the policies set by Brown County are followed by the ADRC. Brown County HR has been very helpful with past issues, evaluating positions, and acting as a resource. She stated that in previous years, prior to the County Classification and Compensation study, the ADRC would hire at step 1 and staff would advance through Step 7 as an incentive for years of service. Once at Step 7, staff would receive cost of living raises in accordance with the Brown County Board's Budget decision for all administrative staff. However; approximately ten years ago, the County froze the advancement of steps and some staff were frozen at step 1, others at step 3 depending on their years of service and where there were according to annual advancement. Also, due to the economy, no one has received even a cost-of-living raise over the past 3-4 years. Our current protocol/practice has been to hire everyone at step 7.

Ms. Christianson explained that Ms. Bowers, our accountant, was frozen at Grade 16, Step 7. Her current job description does reflect what she does because over the years our agency has changed, her job responsibilities have changed, and so the job description was also updated to reflect those changes. Her position was never re-evaluated for reclassification to mirror all of the added responsibilities she has taken on.

Ms. Christianson reviewed with committee members the ADRC's Class Specifications for the Accountant position, the County's Job Evaluation Calculations Chart, Ms. Bower's Job Evaluation Calculations, Brown County's 2012 Classification and Compensation Plan, and the recommendation prepared by Thomas Smith, Human Resources Analyst.

After discussion, Ms. Finder-Stone moved and Mr. Pamperin seconded to make a recommendation to the ADRC Board that we move Ms. Bowers to Grade 18, Step 7 as per the Human Resources Analyst's recommendation to take effect immediately.

ANNOUNCEMENTS: Ms. Christianson announced that one of our I&A Staff has resigned. She will be going to the jail as a social worker/counselor. Ms. Christianson stated that we will be trying the County's Neo Gov Electronic Application Process in hopes of reaching all populations, as well as having a set matrix for interviewing, and having the ability to keep applications in an electronic file to be notified of



future position openings. Ms. Christianson also announced that the agency will be reviewing key positions in the agency and consider submitting re-classification paperwork to HR for review.

ADJOURN: Ms. Finder-Stone moved and Mr. Pamperin seconded to adjourn. Meeting adjourned at 8:17 a.m.

Respectfully Submitted:

Arlene Westphal, Secretary